SUBRECIPIENT NAME

POSITION DESCRIPTION

| EMPLOYEE NAME: | |
|---------------------|----------|
| EMPLOYEE JOB TITLE: | |
| EMPLOYEE SALARY: | \$XX,XXX |

JOB DUTIES:

| Interviews and processes clients – Grant X | 50% |
|--|------|
| Processes clients – Grant Y | 15% |
| Administrative services – other funds | 35% |
| | 100% |